



BEDFORD COUNTY, VIRGINIA ASSISTANT COUNTY ADMINISTRATOR

Bedford County, Virginia (population 77,371) is located in west central Virginia between the cities of Lynchburg and Roanoke. The area abounds with natural beauty and outdoor recreational opportunities offering residents an attractive and pleasant environment in which to live, work and play. The County is seeking candidates with a passion for public service and experience in local government to serve as its Assistant County Administrator.

The ideal candidate is one who possesses a demonstrated, dedicated career path and a proven record of providing effective leadership in a local government administration environment. Candidate will be a strategic thinker who can provide leadership skills, excellent relationship building qualities and a commitment to innovation and best practice. Must be capable of working on a wide variety of strategic priorities, creating partnerships, managing projects, leading internal department efficiency reviews, and overseeing budget and performance management.

The position requires extensive knowledge of local government operations. Experience with the Commonwealth of Virginia at the municipal or county level of government is strongly preferred. Minimum requirements include a bachelor's degree in public administration, government, political science, business management or related field. A Master's degree in public administration or business administration preferred. Former experience in positions of a similar scope, character, and nature within local government may be considered in lieu of formal academic educational requirements. Candidate must have a minimum of five (5) years of progressively responsible experience in local government management with at least two (2) consecutive years in a single, similar post.

Starting salary for the position is negotiable depending on qualifications and experience. Bedford County offers an excellent benefits package which includes Virginia Retirement System participation. Upon acceptance of the position, residency within the County is required.

Please submit a letter of application, detailed resume with salary history and five work related references to: Dawn Fields, Human Resources Manager, Bedford County, 122 East Main Street, Suite 202, Bedford, Virginia 24523 no later than February 29, 2016. For a complete community/profile related to the position, please visit the County's web site at www.co.bedford.va.us.

Bedford County is an Equal Opportunity Employer